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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 3 October 1960

FROM : Acting Chief, Clerical Training

SUBJECT: Weekly Activity Report, No. 34, 27 September - 5 October 1960

1. Number in Clerical Orientation Training: During the week of 26 September - 30 September 1960, there were 16 trainees in Clerical Orientation Training.

2. Number in Clerical Induction Training: During the week of 26 September - 30 September 1960, there were 54 trainees in Clerical Induction Training; of these, 24 entered classes for the first time.

3. Results of Official Agency Testing Administered in Clerical Induction:

(a) The results of the tests administered to the entrance-on-duty employees for the week 26 September - 30 September 1960 were as follows:

	<u>Tested</u>	<u>Passed</u>
Typewriting	7	3
Shorthand	5	1

(b) The results of the tests administered to clerical applicants for the week 26 September - 30 September 1960 were as follows:

	<u>Tested</u>	<u>Passed</u>
Typewriting	21	4
Shorthand	6	3

4. Results of Official Agency Testing Administered by Clerical Refresher: The results of the tests administered to the on-the-job Agency employees on 26 September 1960 were as follows:

	<u>Tested</u>	<u>Passed</u>
Typewriting	3	1
Shorthand	6	0

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5. Instructor Visits [REDACTED] Mrs. [REDACTED] spent 28 September meeting with Mr. [REDACTED] to discuss Agency clerical personnel testing methods and typing and shorthand test materials. Mrs. [REDACTED] is to visit CIT in the near future to observe briefing techniques and testing procedures for applicants and new employees.

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6. Instructor Tested: On 30 September Miss [REDACTED]

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